

# Time Manual, Appendix B

## Absence Definitions Table

The below Absence Definitions Table replaces Appendix B in the [Time Processes Manual](#). The table identifies absence wage types and hours regarded as worked for overtime. Additional information regarding absence coding can be located within the [Time Alerts](#) and under the Absence Information section within the Manual. If you have any questions regarding this information, please submit an [HR/Pay Help Desk Request](#) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.

A/A CODE	DESCRIPTION	DEACTIVATION DATE	WAGE TYPE	REGARDED AS HRS WORKED FOR OT*
A	Pd-Annual		2800	Y
ADMN	Pd-Administrative		2830	Y
AEM	Pd-Annual Emergency		28AE	Y
AEX	Pd-Annual Extraordinary		28AX	Y
AI	WRI-Annual		2881	Y
AM	WRI-Annual: Medical Appointment		2887	Y
AM2	Pd-Annual: Military		28M0	Y
AM3	Pd-Annual: Military Non-USERRA		28MD	Y
AO	UnPd-Absence (Approved)		2900	N
AOM2	UnPd-Absence: Military (Approved)		29M1	N
AOM3	UnPd-Absence: Mil Non-USERRA (Approved)		29M4	N
AW	UnPd-Absence (Unapproved)		2910	N
BIF	Budget Related: Furlough		2936	N
BIL	Budget Related: LWOP		2935	N
BL	Pd-Bereavement (H1 & D4 only)	12/13/2014	2840	N
C4	UnSchd Comb Lv >3		2857	N
C4F	UnSchd Comb Lv App Forgiven >3	5/30/2009	2857	N
C4U	UnSchd Comb Lv Unforgiven >3	5/30/2009	2858	N
CDL	Pd-CDL Drug Test		2890	Y
CH19	COVID-19 Enfrcmnt Officer		2809	Y
CI	WRI-H1-Comb		2882	Y
CIVL	Pd-Civil		2850	N (only BU R4)
CM	WRI-H1-Comb: Medical Appointment		2895	Y
CMM2	Pd-Compensatory: Military		28M3	Y
CMM3	Pd-Compensatory: Military Non-USERRA		28MF	Y
CN	UnSchd Combined Lv <4		2855	Y
CNF	UnSchd Combined Lv app Forgiven <4	5/30/2009	2855	Y
CNU	UnSchd Combined Lv Unforgiven <4	5/30/2009	2856	Y
COFF	Pd-Call Off		2806	N
COMP	Pd-Compensatory		2852	Y
CP	Pd-Combined Prescheduled		2854	Y
CPM2	Pd-Combined PreS: Military		28M5	Y
CPM3	Pd-Combined PreS: Military Non-USERRA		28MH	Y
CY	UnPd-Cyclical		2915	N
DA	WRI-Act 534/632		2878	Y
DH	WRI-Heart/Lung		2879	Y
DL	WRI-Work Related		2877	N
ECC	Pd-Emergency Childcare	12/31/2020	2819	Y
ED	Pd-Educational		2860	N
ES	Pd-Emergency Sick	6/30/2022	2816	Y
ESA	Pd-Emergency Sick Addtl	12/31/2020	2818	Y
ESF	Pd-Emergency Sick Family	6/30/2022	2817	Y
FL	UnPd-Family Care		2905	N
H	Holiday/Comp lieu Holiday		2870	Y

<b>A/A CODE</b>	<b>DESCRIPTION</b>	<b>DEACTIVATION DATE</b>	<b>WAGE TYPE</b>	<b>REGARDED AS HRS WORKED FOR OT*</b>
HI	WRI-Holiday		2883	Y
HM2	Pd-Holiday: Military		28M4	Y
HM3	Pd-Holiday: Military Non-USERRA		28MG	Y
HO	UnPd-Holiday (Approved)		2929	N
HOM2	UnPd-Holiday: Military		29M0	N
HOM3	UnPd-Holiday: Military Non-USERRA		29M5	N
IE	Pd-Independent Medical Exam		2891	Y
IM	WRI-LWOP/WB Medical Appointment		2907	N
IO	WRI-UnPd-Injury w/Benefits		2906	N
IW	WRI-UnPd-Injury		2916	N
LS	UnPd-Legal Strike		2913	N
M	Pd-Military Orig 15	6/13/2014	2875	N
M2	Pd-Military Orig 15-N SERS/N5		2843	N
M3	Pd-Military Orig 15-N SERS/Max		2846	N
MA	WRI-Act 534/632: Medical Appointment		2888	Y
MAC2	Pd-Military Act-N SERS/N5		2844	N
MAC3	Pd-Military Act-N SERS/Max		2847	N
MACT	Pd-Military Act	6/13/2014	2873	N
MASG	Pd-Military Acv St Svc		2876	N
MEB2	Pd-Military EBR-N SERS/N5		2845	N
MEB3	Pd-Military EBR-N SERS/Max		2848	N
MEBR	Pd-Military EBR	6/13/2014	2874	N
MH	WRI-Heart/Lung: Medical Appointment		2889	Y
ML	WRI-Work Related: Medical Appointment		2892	N
MO	UnPd-Military w/Benefits		2904	N
MO4	UnPd-Military Y5 w/Benefits		2908	N
MW	UnPd-Military		2918	N
MW4	UnPd-Military Y5		2919	N
NPB	UnPd-Non-Perm Bereavement		2925	N
NPC	UnPd-Non-Perm Office Closing		2922	N
NPF	UnPd-Non-Perm Family Illness		2924	N
NPH	UnPd-Non-Perm Holiday		2926	N
NPI	UnPd-Non-Perm EE Illness		2920	N
NPP	UnPd-Non-Perm Personal		2921	N
NPU	UnPd-Non-Perm Unauthorized		2923	N
P	Pd-Personal		2820	Y
PE	Pd-Personal Extraordinary		2821	Y
PI	WRI-Personal		2884	Y
PM	WRI-Personal: Medical		2893	Y
PM2	Pd-Personal: Military		28M1	Y
PM3	Pd-Personal: Military Non-USERRA		28ME	Y
PO	UnPd-Parental w/Benefits		2902	N
POC	Pd-Office Closing		2807	N
PW	UnPd-Parental		2914	N
S	Pd-Sick		2810	Y
SA	WRI-H1-Sick L/T: Medical Appointment		2896	Y
SAB	Pd-Sabbatical		2865	N
SB	Pd-Sick Bereavement		2811	Y
SC	Pd-Sick-Additional SF		2812	Y
SD	Pd-H1-Sick Bereavement		2813	Y
SF	Pd-Sick Family		2814	Y
SI	WRI-Sick		2885	Y
SJ	WRI-H1-Sick L/T Injury		2886	Y
SL	Pd-H1-Sick L/T Emp Ill		2815	Y
SM	WRI-Sick: Medical Appointment		2894	Y
SM2	Pd-Sick: Military		28M2	Y

A/A CODE	DESCRIPTION	DEACTIVATION DATE	WAGE TYPE	REGARDED AS HRS WORKED FOR OT*
SO	UnPd-Sick w/Benefits		2901	N
SOM2	Sick LWOP w/Benefits: Military PSP		29M2	N
SPO	UnPd-Suspension w/Benefits		2912	N
SPP	PSP Suspension w/Pay		2825	Y
SPW	UnPd-Suspension		2931	N
SRA	Suspension-Remove Annual		2808	N
SS	Pd-H1-Stress Day		2880	Y
SW	UnPd-Sick		2917	N
T	UnPd-Tardy (unexcused)		2911	N
UB	UnPd-Union Business		2903	N
UOC	UnPd-Office Closing		2932	N
VA	Vacation Selection Approval	6/29/2020	N/A	N/A
VL	Pd-Verification Leave		2822	N
VOTE	Pd-Voting Leave		2828	Y
VR	Vacation Selection Rejection	6/29/2020	N/A	N/A
VS	Vacation Selection	6/29/2020	N/A	N/A
YA	FMLA/SPF Annual		2831	Y
YAM2	FMLA/SPF Annual: Military		28M6	Y
YC	FMLA Combined		2841	Y
YCM2	FMLA Combined: Military		28M7	Y
YCMP	FMLA/SPF Comp		2842	Y
YCP2	FMLA/SPF Comp: Military		28M8	Y
YH	FMLA/SPF Holiday		2832	Y
YHM2	FMLA/SPF Holiday: Military		28M9	Y
YP	FMLA/SPF Personal		2833	Y
YPAR	FMLA Paid Parental Leave		2829	N
YPM2	FMLA/SPF Personal: Military		28MA	Y
YS	FMLA/SPF Sick		2834	Y
YSC	FMLA/SPF Additional Sick Family		2835	Y
YSF	FMLA/SPF Sick Family		2836	Y
YSM2	FMLA/SPF Sick: Military		28MB	Y
YUFO	FMLA/SPF UnPd-Family Care		2940	N
YUFW	ESPF UnPd-Family Care		2941	N
YUMC	UnPd-Military Care		2947	N
YUME	UnPd-Military Exigency		2946	N
YUPO	FMLA/SPF UnPd-Parental		2942	N
YUPW	ESPF UnPd-Parental		2943	N
YUS2	FMLA/SPF UnPd Sick: Military		29M3	N
YUSO	FMLA/SPF UnPd-Sick		2944	N
YUSW	ESPF UnPd-Sick		2945	N
YZD	Donated Employee		2837	Y
YZD2	Donated Employee: Military		28MC	Y
YZDF	Donated Family Member		2838	Y
YZSE	Special Extension		2839	Y

\* BU H1 - where a C4 absence occurs in the pay period in which overtime is worked, **all absences** (even absences not coded as combined leave) will not be regarded as hours worked for overtime. Reminder: Regardless of contract provisions, the FLSA rules must be followed, which are 86 hours biweekly for corrections officers, and 80 hours for psychiatric security aides.